# NEVADA

## CRITERION-REFERENCED TEST

# Test Coordinator's Manual

## 2006 CRITERION-REFERENCED TEST
## GRADES 3–8

### Supplement to the Guidelines for the Nevada Proficiency Examination Program

**For use with reference ONLY to the**
**Criterion-Referenced Test (CRT)**
**in Mathematics, Reading, and Science**

**Dr. Keith W. Rheault,** ***Superintendent of Public Instruction***

**Office of Assessments, Program Accountability, and Curriculum**
**(775) 687-9188**

Copyright © 2006 by the Nevada Department of Education
Copyright © 2006 by Measured Progress

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, or any information storage or retrieval system, without permission in writing from the publisher, except for the printing of complex pages, with the copyright notice, for instructional use and not for resale.

Portions of this work were published in previous editions.

Printed in the United States of America.

# TEST ADMINISTRATION CALENDAR

## Spring CRTs for students in grades 3, 4, 5, 6, 7, and 8 at Traditional Schedule schools

| | |
|---|---|
| February 7th | UPS delivery of test materials |
| April 7th | Last day to request additional test materials from Measured Progress |
| **February 27th – April 14th** | **TEST ADMINISTRATION** |
| April 17th | Last day to arrange for a UPS pickup |
| April 18th | Last day to ship test materials to Measured Progress |
| April 21st | All test materials must be received by Measured Progress |
| May 18th | Test performance reported |

## Spring CRTs for students in grades 3, 4, 5, and 6 at Washoe County Multi-Track Schedule schools

| | |
|---|---|
| February 7th | UPS delivery of test materials |
| April 7th | Last day to request additional test materials from Measured Progress |
| **February 21st – April 14th** | **TEST ADMINISTRATION** |
| April 17th | Last day to arrange for a UPS pickup |
| April 18th | Last day to ship test materials to Measured Progress |
| April 21st | All test materials must be received by Measured Progress |
| May 18th | Test performance reported |

## Spring CRTs for students in grades 3, 4, 5, and 6 at Clark County Multi-Track Schedule schools

| | |
|---|---|
| February 7th | UPS delivery of test materials |
| April 28th | Last day to request additional test materials from Measured Progress |
| **April 17th – May 5th** | **TEST ADMINISTRATION** |
| May 8th | Last day to arrange for a UPS pickup |
| May 9th | Last day to ship test materials to Measured Progress |
| May 12th | All test materials must be received by Measured Progress |
| June 2nd | Test performance reported |

# TABLE OF CONTENTS

**INTRODUCTION AND OVERVIEW** ........ 1
School District Personnel Responsible for Testing ........ 1
**SCHOOL TEST COORDINATOR'S RESPONSIBILITIES** ........ 2
Before Testing ........ 2
During Testing ........ 3
After Testing ........ 3
**SUPPORTING INFORMATION ON POLICIES AND PROCEDURES** ........ 4
Test Administration Dates ........ 4
Time Required for Testing ........ 4
Providing Additional Time ........ 4
Who Tests ........ 5
Test Security Training ........ 5
Coding of Answer Documents ........ 5
Scheduling at the School Level ........ 6
Testing Environment ........ 6
Procedures for Administration ........ 7
Accommodations for Students with Special Needs ........ 8
Assistance for Students ........ 8
Invalidation of Test Scores ........ 9
**RECEIPT, INVENTORY, AND DISTRIBUTION OF TEST MATERIALS** ........ 10
Ordering Additional Materials ........ 11
Nevada Service Center ........ 11
Completing Principal Certification Forms ........ 11
**RETURN OF TEST MATERIALS** ........ 12
Collection of Secure Materials ........ 12
Organizing and Packaging of Used Answer Documents ........ 12
Unused Answer Document Envelope ........ 12
Special Handling Envelope ........ 12
Principal Certification Form ........ 12

Other Test Materials ....................................................................................13
Packing Order ..............................................................................................13
Returning Materials to the District....................................................................14
Returning Materials to Measured Progress ..........................................................14
Checklist of Items to be Returned.....................................................................15
**APPENDIX A: ANSWER DOCUMENT CODING**.................................................... 16
Names............................................................................................................16
Race/Ethnicity ................................................................................................16
Testing Conditions (TC) ...................................................................................17
Did Not Participate (DNP)..................................................................................17
Invalidated (INV).............................................................................................17
Years in School (YIS) .......................................................................................17
Years in District (YID) ......................................................................................17
Programs........................................................................................................18
Special Considerations (SPC CON).....................................................................19
Region Code (Clark County only) .......................................................................19
**APPENDIX B: SCHOOL SECURITY CHECKLIST** .................................................20
**APPENDIX C: PRINCIPAL CERTIFICATION FORM** ..........................................21
**APPENDIX D: SAMPLE ANSWER DOCUMENT**.....................................................22

# INTRODUCTION AND OVERVIEW

The instructions contained in this *Test Coordinator's Manual* are a supplement to the *Guidelines for the Nevada Proficiency Examination Program, 2005–2006*. This manual describes procedures that district test directors and school test coordinators throughout the state must follow before, during, and after administration of the Criterion-Referenced Test (CRT) in Mathematics, Reading, and Science.

**All district test directors and school test coordinators must be familiar with the information included in *Guidelines for the Nevada Proficiency Examination Program, 2005–2006,* Overview and Introduction, Test Security, Students with Special Needs, and CRT in Math, Reading, and Science.**

The information in the *Guidelines for the Nevada Proficiency Examination Program, 2005–2006*, this *Test Coordinator's Manual*, and the *Test Administration Manual* for the CRT in Mathematics, Reading, and Science will provide the information necessary to train the classroom test administrators and proctors in each school to administer the CRT according to the policies and procedures mandated by Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC). Any additional questions on test administration or test security procedures should be directed to your local district test director.

## School District Personnel Responsible for Testing

The following school district personnel have direct responsibilities for the administration of the Criterion-Referenced Tests:

- District Test Director (DTD)
- School Test Coordinator (STC)
- Classroom Test Administrator
- Test Proctor

More information on the specific roles and responsibilities for each of these people can be found in the *Guidelines for the Nevada Proficiency Examination Program, 2005–2006,* Introduction and Overview and Appendices.

# SCHOOL TEST COORDINATOR'S RESPONSIBILITIES

The school test coordinator has many responsibilities before, during, and after the scheduled test administrations to guarantee the integrity of the test administration and the testing materials. The school test coordinator may be the principal or a person delegated by the principal to handle the testing responsibilities. In either case, the principal is ultimately responsible for the testing at the school.

## Before Testing

- Carefully read this *Test Coordinator's Manual* as well as the *Guidelines for the Nevada Proficiency Examination Program, 2005–2006;* the *Test Administration Manual* for the CRT in Mathematics, Reading, and Science*;* and any local district directions provided for administering the CRT assessments. If you need further direction, contact your district test director.
- Check your district testing schedule for the specific test dates for your district.
- Determine the best testing locations for students.
- Order test materials according to your district's instructions.
- Select classroom test administrators, determine the size of each testing group, and determine whether the use of proctors will be necessary.
- Determine the time schedule for administering the tests, including make-up testing. Follow any local district directions you have been provided. Check to make certain that no fire drills or other special events are planned during the times scheduled for test administration.
- Develop lists of students eligible for testing and have these lists ready to provide to the classroom test administrators when they give the test. Make certain that students who have already passed are not tested again.
- Provide test schedules to the school personnel who will be involved with testing.
- Check with your special education coordinators and ESL coordinators for any students who need to receive special accommodations. Make certain that students with special needs receive the appropriate accommodations, as needed. Ensure that procedures for testing these students follow those specified by the Nevada Department of Education.
- Develop procedures to be used during the following situations: emergencies such as a student getting sick during testing, unannounced fire drills, and moving students from one location to another if they need time beyond that scheduled to finish the test. Provision must be made for maintaining the security of the test materials in all situations.
- Upon receipt of testing materials, **immediately** verify that there are enough test booklets and answer documents for all students who need to be tested.
- Read the *Test Administration Manual* for the CRT in Mathematics, Reading, and Science to become familiar with the testing script.
- Provide locked storage for all secure testing materials before and after testing sessions. The locked storage site must have limited accessibility.
- Make certain that procedures are in place to guarantee that hand-bubbled student demographic data will be completed accurately on the answer documents. For those answer documents with student ID labels, the information for TC (Testing Conditions),

DNP (Did Not Participate), Invalidated (INV), and/or SPC CON (Special Considerations) must be entered, as applicable.

- Develop and provide the training session for classroom test administrators and proctors following the procedures outlined in the *Guidelines for the Nevada Proficiency Examination Program, 2005–2006,* Test Security, "Training Requirements." Training should include such topics as: procedures for dealing with emergencies such as a student getting sick, the handling of answer documents and other test materials during administration, and the transfer of those students needing additional testing time to another location (if necessary). Keep copies of the training materials and sign-in logs for attendance.
- Develop an orderly, documented process for the transfer of secure testing materials each time the testing materials move from one person to another.
- Optional for the day before testing: distribute only the *Test Administration Manuals* to the classroom test administrators so they can become familiar with the testing procedures.

## During Testing

- Provide classroom test administrators with your school and district codes.
- Distribute secure test materials on the day of the test using an orderly, documented process for transferring secure testing materials to the classroom test administrators.
- Monitor test administration.
- Collect the secure test materials no later than the end of the day of testing again using the documented process for transfer of secure testing materials from the classroom test administrators. Verify that ALL test materials have been received, including scratch paper.
- Ensure that make-up opportunities for students are provided in a test-conducive environment.

## After Testing

- Review and check demographic information on student answer documents to make certain that information is accurate. District and school information must be complete to guarantee the timely return of scores.
- Prepare answer documents for shipping as instructed by Measured Progress and your district test director.
- Verify that the number of documents being submitted for scoring matches the number of students scheduled to test during each administration.
- Immediately report any irregularities in test administration or test security to your district test director.

# SUPPORTING INFORMATION ON POLICIES AND PROCEDURES

## Test Administration Dates

| Program | Grades | Testing Window/Dates |
|---|---|---|
| CRT | 3–8<br>(Traditional Schedule) | Up to 10 days either side of the 120th day of Instruction (Appx. March 1 – April 15) |
| | 3–8<br>(Multi-Track Schedule) | Up to 10 days either side of the 120th day of Instruction (Appx. February 21 – May 6) |

Requests for alternate test schedules should be received no later than June 30 prior to the school year affected. If an emergency occurs during the school year, the district test director must contact the Nevada Department of Education at least one month prior to the scheduled test administration to determine whether an alternate schedule is possible and/or an alternate prompt necessary.

To reduce the opportunity for one student to assist another, schedules developed at the district and school levels for regular testing must mandate that all students who are taking the same tests take them at the same time.

## Time Required for Testing

Classroom test administrators and/or classroom proctors are to allow the following suggested amount of time for testing:

- 10–15 minutes for the instructions prior to each test
- 90 minutes for students to complete both parts of the reading test and 90 minutes for students to complete both parts of the mathematics test
- Additional time **must** be given to students who are working productively on the test at the end of the scheduled testing period.

## Providing Additional Time

At the end of the regularly scheduled testing session, classroom test administrators and/or proctors must collect all materials, ask students requiring more time to remain seated, excuse students who have completed the test, and then return materials to the remaining students and provide whatever time is necessary for each student to complete the test so long as he/she is working productively. Those students who remain are not to be given a break to leave the room for any reason and must not be allowed to return at a later time to complete their tests.

If possible, it is recommended that students who have completed the test prior to the end of the regularly scheduled time period be excused from the test setting. **Their testing materials must be collected and accounted for before allowing the students to leave the testing room.**

If students who need more time must move to another location in the school, the school test coordinator must develop a procedure that maintains the security of the test materials, does not allow students to receive any assistance with the test, and does not provide an opportunity for student interaction.

## Who Tests

Public schools, including charter schools, must submit an answer document for every student enrolled in grades 3–8 for the spring 2006 administration of the CRT in Mathematics, Reading, and Science whether that student actually tests or not. The school test coordinator is responsible for making certain that every student in grades 3–8 who is enrolled during the testing window is accounted for.

If the CRT will be administered to students who are homebound, be sure that classroom test administrators understand the procedures for maintaining security of all test materials. If you have questions about test administration for students who are homebound, contact your DTD.

## Test Security Training

The school test coordinator is responsible for planning and implementing the training session for all individuals involved in the administration of the CRT tests, including classroom test administrators and classroom proctors. Training should involve the review of instructions for test administration, test security, and individual responsibilities such as distributing and collecting materials, assisting students in marking the demographic information on the answer documents, and monitoring to make certain that each student is working independently.

Detailed information on the required training procedures can be found in the *Guidelines for the Nevada Proficiency Examination Program, 2005–2006,* Test Security, "Training Requirements."

## Coding of Answer Documents

The principal of each school required to participate in a state-mandated examination is also responsible for making certain that coding of answer documents is done accurately. This responsibility is often delegated to the test coordinator. For further information on participation rates and use of test scores for Adequate Yearly Progress (AYP) purposes, refer to *Guidelines for the Nevada Proficiency Examination Program, 2005–2006,* Introduction and Overview, "School Accountability and AYP."

Only TC (Testing Conditions), DNP (Did Not Participate), Invalidated (INV), and SPC CON (Special Considerations) fields will have to be hand-bubbled on these answer documents, and only if applicable. Most students will have nothing marked in these other fields. For those students who do not have ID labels all demographic information will need to be bubbled onto the answer document. Refer to "Answer Document Coding" in Appendix A of this manual for additional information.

For those students participating in the CRT who do not have a student label for their answer document, an answer document must be filled in and submitted for scoring. The information on the demographic page of each answer document that is hand-bubbled must be filled in completely and accurately. School and district codes can be easily referenced in the *Guidelines for the Nevada Proficiency Examination Program, 2005–2006,* Introduction and Overview, "Appendices."

If a student is absent or does not test for any other reason, the answer document must be coded appropriately using the **DNP** (Did Not Participate) or **INV** (Invalidated) codes. DO NOT use the **DNP** code if the student completes a portion of the test but does not finish.

School test coordinators are responsible for verifying that the number of students who participated in the CRT matches the number of students enrolled at the time of testing. Procedures must be in place to guarantee that a student does not take the test twice during a specific testing window and that the school does not submit two answer documents for the same student for any reason.

Significant errors in coding or in identifying students in the district's student information system may be treated as irregularities in test administration and must be reported to the test security coordinator at the Nevada Department of Education.

## Scheduling at the School Level

School test coordinators usually provide the school's schedule for the testing and assign school personnel who will administer the test.

The examination should be administered by one person, the classroom test administrator, in each testing room with the help of as many classroom proctors as necessary. There should be at least one proctor in addition to the individual administering the test in each testing room. If the test is being administered in large groups, **at least** one proctor should be provided for every group of 30 students.

## Testing Environment

School test coordinators are involved in making certain that an optimum testing environment is provided for each student taking the test. A new policy developed in conjunction with district test directors provides specific direction on what can be displayed on walls and desks, and other information that clearly defines for classroom test administrators what students can and cannot use during the test. See the *Guidelines for the Nevada Proficiency Examination Program, 2005–2006,* Test Security, "Appendices" in "An Appropriate Testing Environment."

Because testing environments can affect students' scores, the following guidelines are provided for planning favorable testing environments:

*Size of Testing Sessions:* Districts may decide the sizes of testing sessions, but smaller testing sessions (approximately 30 students) provide better testing conditions.

*The Room:* A room that is free from distractions and has adequate light, ventilation, and heating or air conditioning provides the most supportive conditions for students.

*Seating:* Seating must be arranged to minimize the possibility of students communicating with each other either verbally or visually.

*Devices Not Allowed:* Students are not to wear headphones, nor are they allowed to have pagers, cell phones, PDAs, calculators, or any other electronic device on the desk or accessible during the testing, as these provide possible means that students might use to receive help on the test.

*Materials on Walls:* Posters or other materials that provide specific guidance to students taking a state assessment must be removed or covered.

*Materials on Desks:* Non-test-related material on desks is not allowed. Student desktops must be covered or cleared of any material not necessary for testing. Each student should be provided with ample scratch paper, an answer document, and workspace on which to write.

**Books, dictionaries, thesauruses, notes, or other aids** must **NOT** be accessible to students during the CRT. Items for use after the test are to be stored away from the student work area, i.e., under desks, chairs, or tables, and must not be accessed until testing materials have been collected from the student.

## Procedures for Administration

Specific instructions for administering the CRT in Mathematics, Reading, and Science are included in the *Test Administration Manual* and must be followed exactly. The administration manual is revised each year, and the new manual must be used. All old administration manuals must be destroyed.

The administration manuals are not considered secure documents and may be distributed to classroom test administrators prior to the date of the test administration so they can familiarize themselves with the testing instructions.

The following information must be communicated to classroom test administrators during the training sessions that precede each test administration:

*Helping Students:* The classroom test administrator must maintain an impartial and professional attitude. In no case should students be given help with the test. However, testing procedures should be made clear. Any questions about procedures for completing the test or correcting answer documents should be answered by repeating or paraphrasing the appropriate sections of the instructions. If a student should ask a question about the test content or the choice of a response, useful and permissible replies include: "Follow the instructions you were given" and "Do your best."

*Monitoring Students:* Classroom test administrators and test proctors must circulate throughout the testing area while students are testing to make certain that students are completing the test as directed. Students must never be left alone with test materials.

*Talking:* Students are not allowed to talk with each other about the test. Students must not be allowed the opportunity to discuss the test with anyone.

*Cheating:* Any instances of cheating should be handled in the least disruptive manner consistent with district and school policies. Answer documents for students who cheat must be submitted as invalidated tests. Students who cheat will receive a failing score, be placed in the lowest achievement level, and be referred to the district test director for further appropriate action. All instances of cheating require submission of a Report of Test Irregularity Form.

*Students Who Finish Early:* Students may bring books or other reading materials to occupy their time if they finish early. These materials should not be on students' desks while they are taking the test. While reading is a permissible activity, writing should not be permitted following test administration.

*Security of Testing Materials:* Classroom test administrators and/or proctors are responsible for checking to make certain that all testing materials have been collected from every student before allowing anyone to leave the room at the end of the testing period.

## Accommodations for Students with Special Needs

Accommodations are available for students who have an IEP, LEP students, and those students covered by a Section 504 Accommodations Plan. For information on testing students with special needs, please see the *Guidelines for the Nevada Proficiency Examination Program, 2005–2006,* Students with Special Needs.

The school test coordinator must make certain that all students with special needs receive the appropriate accommodations as needed.

## Assistance for Students

**Students are to receive no help during the administration of the CRT beyond making certain that they understand general test directions. No assistance of any kind on individual test questions can be given. School officials who offer any inappropriate assistance to students can face severe consequences including suspension or revocation of teaching licenses. The *Test Administration Manual* contains additional instructions that must be followed by all school personnel and any others who assist with administration of the tests. All test security and test administration procedures must be strictly adhered to.**

- **Instructional aids of any kind are not allowed.**
- **Assistance from a classroom test administrator, proctor, aide, other adult, or other student is strictly prohibited.**

- **Use of dictionaries, including bilingual dictionaries, or any other reference material is not allowed during administration of the test.**

- **Prior to and during testing, a classroom test administrator must follow the script provided in the *Test Administration Manual* and cannot provide**

**additional assistance or direct the students' attention to any materials in the room for the purpose of enhancing test performance.**

- **Only blank scratch paper (college or wide ruled, lined or plain) may be provided to students taking the test. All scratch paper must be collected at the end of testing, and each piece of scratch paper must be collected before issuing a new one.**

## Invalidation of Test Scores

Several circumstances may necessitate invalidating a student's answers and/or scores. Instances of cheating on state-mandated assessments will require invalidation. Answer documents may also need to be invalidated if a test administration or a test security irregularity occurs that affects the validity of the students' scores. To indicate that a CRT assessment has been invalidated, fill in the **INV** bubble on the front of the answer document.

Because of changes in AB154, students with invalidated scores resulting from a test administration or test security irregularity will now be counted as participating in the assessment; however, they will be counted as non-proficient for AYP purposes.

# RECEIPT, INVENTORY, AND DISTRIBUTION OF TEST MATERIALS

The Nevada Department of Education will provide, through Measured Progress, test materials for the CRT. Materials will be shipped either directly to the schools or to the districts, as determined by district policy, in separate secure shipments for each program, by grade and school according to the enrollment information provided by each school/district.

The school test coordinator should **immediately** inventory all test materials received. Each school should receive at least one box of testing materials. Each box will be labeled "CRT Test Materials." If the total number of boxes indicated has not been received two days after receiving the initial shipment, contact the Nevada Service Center at Measured Progress at 866-651-0126 immediately.

Open the box labeled "Administrative Forms Enclosed" first, then inventory the contents of each box using the forms provided. Verify the secure test booklets received in your shipment against the School Security Checklist. Compare the individual bar code numbers on the front of the test booklets you received to the School Security Checklist to verify the unique test booklets assigned to your school. Confirm or correct any test booklet numbers that appear on the checklist to accurately reflect the actual test booklet numbers you received.

Check the quantities received of non-secure test materials against the Packing Slip (Master) and against the quantity of materials actually necessary for testing. Make an item-by-item note of any shortages which may exist. If any shortages are noted, immediately contact Measured Progress to request additional materials. Remember it is only necessary to be concerned with a shortage of materials. Each school box should contain a slight overage of materials in an attempt to ensure that a shortage does not occur.

The School Security Checklist is provided for the STC to log out and log in test materials to classroom test administrators in their school each day the test is administered. The classroom test administrator must initial beside each test booklet number received, and the STC must verify the return of all secure test materials each day by initialing beside each test booklet number that is returned. If additional materials are needed in a school due to a change of enrollment, you should document the use of these materials on the School Security Checklist by entering the corresponding code numbers of the booklets received.

**An example of the School Security Checklist appears in Appendix B of this manual.**

The *Test Administration Manuals* contain test-related information, though they are not part of the security checklist. Upon receipt, these manuals should be distributed to the individual classroom test administrators as soon as possible to allow sufficient time for them to review the manuals and become aware of test procedures. They have been packaged at a ratio of one manual per 20 students plus an additional three manuals. If you find that this is not enough to cover your needs, PDF copies that can be downloaded and printed are available on the Nevada Department of Education Web site (www.doe.nv.gov).

Please remember to retain the boxes in which the materials are received. These boxes will be used to return answer documents and test booklets to Measured Progress.

## Ordering Additional Materials

For the spring 2006 CRT administration:

If you are missing any materials listed on the packing slip(s) or if you need any additional testing materials, log on to http://iServices.measuredprogress.org to place an order. Select "Nevada" from the dropdown and then select "Order Additional Materials" from the left column. To access your school's account, you will need your MP Ship Code—this number is located at the top of your Packing Slip (Master). Remember to order **before 11:00 a.m. Pacific Standard Time (2:00 p.m. Eastern Standard Time)** in order to receive requested additional materials by the next business day. If you have any problems with the online system, contact the Nevada Service Center toll free at **866-651-0126** (see below for further information regarding the Nevada Service Center).

## Nevada Service Center

Measured Progress will be operating a live call-in Service Center during the spring CRT window. This service will be available to all schools and districts that have any questions or concerns regarding the CRT, administration procedures, or testing materials. The Service Center can be reached toll free at **866-651-0126**. Hours of operation are from 11:00 a.m. to 4:00 p.m. Pacific Standard Time, Monday through Friday. This service will be available from **February 21, 2006, until May 12, 2006**. If you call during non-operational hours, please leave a message with the following information:

- Your name and title
- The name of the school you are calling from, including your three-digit state school code
- The district in which your school is located, including your two-digit district code
- A phone number where we can contact you
- Your specific question or concern

A representative from the Service Center will then contact you within 24 hours.

## Completing Principal Certification Forms

After inspecting the completed answer documents, the school test coordinator or school principal must complete the Principal Certification Form. The form must be signed by the school principal and placed in the **Administrative Forms Envelope** provided. As part of the security procedures, Measured Progress must receive one Principal Certification Form per school to verify the quantity of used answer documents and test booklets returned. **Please make additional copies to keep for your records and to send to your district test director**.

The Principal Certification Form will differ during various test administrations. It is important that all the necessary information is printed and bubbled on this sheet. All accurate counts must be entered in the boxes indicated.

**A sample Principal Certification Form for the spring CRT administration appears in Appendix C of this manual.**

# RETURN OF TEST MATERIALS

## Packing Procedure

### Collection of Secure Materials

Upon completion of testing, the school test coordinator will collect and log in the secure test booklets from each classroom test administrator. The STC will initial in the small blank below the column titled "Packaged for Return" next to each item on the School Security Checklist to indicate that each test booklet has been returned by the classroom test administrator. The test booklets should then be placed in the shipping boxes.

### Organizing and Packaging of Used Answer Documents*

It is the school test coordinator's responsibility to verify that one and only one answer document has been submitted for each student testing. Upon completion of reviewing the answer documents to ensure that the demographic information was coded properly, the STC will collect the used answer documents and place them in the envelope labeled "**For Return of Used Answer Documents Only.**" This envelope is to be returned in the **Used Answer Document Box** that was received in the original shipment.

**Note:** If your district has advised you to return the used answer documents to the district office, **do not seal** the Return of Used Answer Documents Envelope.

**Districts returning used answer documents**: Used answer documents must be sorted and packed by school and must be returned to Measured Progress in the Used Answer Document Box assigned to that school. Please do not return multiple schools in a single box.

*The term "**used answer document**" refers to any answer document you want to have scored.

### Unused Answer Document Envelope

All unused answer documents must be returned. Place them in the plastic envelope labeled "**For Return of Unused Answer Documents**" and include them in the box(es) containing the secure test booklets. Verify quantities to be returned against the quantities of test booklets, answer documents, and other materials received as indicated on the Packing Slip (Master). The total quantities received and total quantities returned must match.

### Special Handling Envelope

The **Special Handling Envelope** is provided for your use whenever a used answer document needs special attention. This includes answer documents that need to be scored but cannot be scanned. Such items include Braille and large-print answer documents; invalidated student answer documents; student answer documents that are torn, crumpled, frayed, contaminated with bodily fluids, or otherwise rendered un-scannable; and any other material that is believed to require special attention. **The Special Handling Envelope must be returned in the same box as the used answer documents.**

### Principal Certification Form

The STC or Principal **must** complete the Principal Certification Form indicating the quantities of secure materials being returned and place the completed form in the **Administrative Forms Envelope**. The Administrative Forms Envelope **must** be returned in the same box as the used answer documents. One Principal Certification Form per school is required. A copy of the completed Principal Certification Form should be retained for school files.

### Other Test Materials

All other materials, such as manuals or packing slips, do not need to be returned with this shipment and can be kept for school/district records. The only exception would be if information on the Packing Slip (Master) appears incorrect. For example, if you inventory test materials and find that some quantities in the original shipment are incorrect on the Packing Slip (Master), label the correct quantities on the slips, place in the **Administrative Forms Envelope**, and return the corrected slips back to Measured Progress with your test materials.

**ALL TEST BOOKLETS AND STUDENT ANSWER DOCUMENTS (USED AND UNUSED) MUST BE RETURNED.**

## Return Shipment Procedure

### Packing Order

Materials should be returned as soon as your school has completed the testing of all eligible students. It is important that every school adhere to the schedule for testing. If any schools are late in administering the tests and returning their materials, **the reports for all schools could be delayed**.

Make an inventory of all materials before returning them. As you count materials, check the appropriate spaces on the Packing Slip (Master). The testing manuals **do not** need to be returned.

### Shipment 1: Used Student Answer Documents

Separate used student answer documents from the test booklets. Place the used student answer documents in the appropriate white plastic envelope(s) for return. Student answer documents that should be placed in the Special Handling Envelope include those for students who used large print or Braille test materials as well as any torn or damaged response booklets. Put all envelope(s) of used student response booklets, the Special Handling Envelope(s), and the Administrative Forms Envelope in the new pre-labeled box(es) marked "For Return of Used Answer Documents Only."

### Shipment 2: All Other Test Materials

Pack all other materials for return in the box(es) in which you received them. Do not pack materials from more than one school in a box. Please refer to the bar code on the original shipping box(es) for the correct grade level.

Do not use any rubber bands, staples, or clips when repacking materials. You may need to use packing material such as crumpled paper to be sure items do not shift during shipping.

| Packing for Returning CRT Materials |
|---|
| **Shipment 1** (in new pre-labeled box[es] provided): |
| Administration Forms Envelope containing:<br>• Principal Certification Form<br>• Packing Slip (Master) (only if discrepancies were found in the original shipment) |
| White, plastic envelope(s) labeled "For Return of Used Answer Documents Only" |
| White, plastic envelope(s) labeled "Special Handling" and containing student answer documents needing special attention |
| **Shipment 2** (in original box[es]; with a Return Service label secured to each box): |
| Student test booklets (used and unused) |
| All unused student answer documents |

Reseal the box(es) using heavy-duty packing tape. Cross out or tape over the existing UPS label on each box. Place UPS Return Service (RS) labels on all boxes in Shipment 2 being returned to Measured Progress. In the first box of Shipment 2, include any extra UPS RS labels you did not use.

**NOTE: All materials must be returned by United Parcel Service (UPS). Please do not attempt to return materials using any other carrier. Instructions for scheduling a UPS pickup are outlined below.**

### Returning Materials to the District

**If you received your materials from your district, you must return all test materials to your district office**. Package all materials as indicated above but **do not** seal the envelope containing the used answer documents. Contact your DTD to arrange the return of unsealed boxes to the district office for final processing. Follow all procedures and guidelines provided to you by your DTD.

### Returning Materials to Measured Progress

**If you received your test materials directly from Measured Progress, follow instructions in your district shipment plan regarding the return of all test materials.**

**When your test materials are ready to be returned to Measured Progress you will have to select one of the following options:**

- If you have a regularly scheduled UPS delivery or pickup at your school, you may hand your box(es) to the UPS driver; or
- Log on to http://iServices.measuredprogress.org to schedule a UPS pickup through Measured Progress' online request system. Select "Nevada" from the dropdown menu, and then select "UPS Pickup Request" from the left column. Follow the onscreen instructions. Requests for pickup made **after 2:00 p.m. Eastern Standard Time** will require the pickup to be made the **second business day** after the request is received.
  - ➢ Be prepared to provide the following information online:
    1. Tracking number on UPS RS label(s)
    2. Contact name and phone number
    3. Pickup date
    4. Pickup location (school or building address)
    5. Total number of boxes you are returning

If you have questions about online UPS pickup requests or the return of materials, contact the

Nevada Service Center at Measured Progress at 866-651-0126. UPS can pick up both shipments at the same time; to expedite return to Measured Progress, the used student answer documents will be shipped 2-Day Air and all other materials will ship by Ground service.

- Call UPS at 1-866-745-6447. Requests for pick up made **after 2:00 p.m. Eastern Standard Time** will require the pickup to be made the **second business day** after the request is received.

**NOTE: All materials must be scheduled for pickup no later than April 18, 2006, from Traditional Schedule and Washoe County Multi-Track Schedule schools and no later than May 9, 2006, from Clark County Multi-Track Schedule Schools. All materials must be ready for pick up before requesting a pickup. If you have arranged for the pickup online, UPS will collect the test materials the following business day in most cases if the request was received before 2:00 p.m. Eastern Standard Time. If your pickup is in a very rural area of the state, please allow an extra day or two for your materials to be picked up.**

## ALL TEST MATERIALS MUST BE KEPT SECURE UNTIL UPS ARRIVES.

### Checklist of Items to be Returned (packaged in order)

_____ Used answer documents
**placed in labeled Measured Progress envelope(s) and placed in Used Answer Document 2-Day Air (labeled) return shipment box(es)*

_____ COMPLETED Principal Certification Form
**placed in Administrative Forms Envelope and placed in Used Answer Document 2-Day Air (labeled) return shipment box(es)*

_____ Damaged/contaminated test materials, Braille and/or large-print answer documents, invalidated student answer documents, and/or other materials requiring special attention
**placed in labeled Special Handling Envelope and placed in Used Answer Document 2-Day Air (labeled) return shipment box(es)*

_____ Test booklets (used and unused)
**placed orderly in original box by grade or test series*

_____ Unused Answer Documents
**placed in labeled envelope and returned with test booklets*

_____ Packing slips (only if corrections to quantities or bar code numbers are made)
**placed in the Administrative Forms Envelope*

_____ Unused UPS Return Service labels

**All remaining testing materials do not have to be returned and can be kept for school and/or district records.**

## Thank you for your cooperation in this administration of the CRT.

# APPENDIX A: ANSWER DOCUMENT CODING

## Coding Terms and Definitions
## Used on Answer Documents in NPEP Assessments

**This appendix provides definitions to assist school and district personnel in coding answer documents correctly. Each administration manual for the individual tests in the Nevada Proficiency Examination Program (NPEP) has specific instructions for completing each section on the answer documents.**

**Grades 3–8 CRT will include student ID labels to affix to answer documents for the majority of the students who are required to test. Prior to receipt of the answer documents, school personnel should have verified student demographic information as directed by their district test director. The TC (Testing Conditions), DNP (Did Not Participate), Invalidated (INV), and SPC (Special Considerations) fields will have to be bubbled in on the answer document, if applicable. These fields should not be filled in by the student taking the test.**

If a student has a change in demographic information, the student will still use the original ID label issued to them for their answer document unless the **school code** on the ID label is incorrect. If the school code on the ID label is inaccurate, then a new answer document must be hand-bubbled with all of the information filled in accurately and completely. If any other information is incorrect, it is not necessary to hand-bubble a new answer document. However, it is essential that the information be updated in the district's student information system as quickly as possible. A second extract that includes the updated information in the district student information system will be pulled and used as the data file prior to scoring.

**Answer documents for all students without student ID labels must be completely and accurately hand-bubbled.**

### Names

The student's legal first and last names, along with his or her middle initial, must be used on the answer document. No nicknames or shortened versions of the legal name may be used. There should also be no punctuation used in the name fields, such as hyphens or apostrophes. For example, if a student's last name is "O'Connor," bubble "OCONNOR" on the answer document. If a student's last name is "Smith-Jones," then "SMITHJONES" will be bubbled on the answer document.

### Race/Ethnicity

The instructions require that only ONE group be selected. If the student completes this section and could be considered a member of two or more groups, the student should be instructed to choose the group with which he/she most closely identifies.

| Code | Race/Ethnicity |
|---|---|
| I | American Indian/Alaskan Native |
| A | Asian/Pacific Islander |
| H | Hispanic |
| B | Black, not of Hispanic origin |
| C | White, not of Hispanic origin |

## Testing Conditions (TC)

This section applies only to a student with an IEP, a student with a Section 504 Accommodations Plan, or a student identified as Limited English Proficient (LEP) and only if the student used accommodations on the test. See the *Guidelines for the Nevada Proficiency Examination Program 2005-2006,* Students with Special Needs. Note: Only students with IEPs may use Modifications on a state assessment, and only if the IEP indicates that use of the modifications is necessary.

| Code | Testing Condition |
|---|---|
| R | Regular conditions (no accommodations) |
| A | Accommodations |
| M | Modifications (available only to IEP students) |

## Did Not Participate (DNP)

| Code | Reason for Non-participation |
|---|---|
| A | Absent: Student currently enrolled, but was absent during test administration. |
| O | Other: Student currently enrolled, but did not participate for some other reason. |

## Invalidated (INV)

| Code | Reason for Invalidation |
|---|---|
| I | Student's test has been invalidated. |

## Years in School (YIS)

| Code | Years in School |
|---|---|
| 0 | Student who enrolled in the school after count day, or student who initially enrolled before count day but has not been continuously enrolled from and including count day. |
| 1 | Student continuously enrolled in the school from and including count day or before. |

## Years in District (YID)

| Code | Years in District |
|---|---|
| 0 | Student who enrolled in the district after count day, or student who initially enrolled before count day but has not been continuously enrolled from and including count day. |
| 1 | Student continuously enrolled in the district from and including count day or before. |

## Programs

| Program | Description |
|---|---|
| IEP | A student who is identified as having a disability under the Individuals with Disabilities Education Act and is receiving special education and related services in accordance with a current individualized education program (IEP) (Note: IEP students identified only as Gifted and/or Talented are not included here.) |
| Former IEP | A student who was previously identified as having a disability under the Individuals with Disabilities Education Act and received special education and related services in accordance with an individualized educational program (IEP) |
| 504 | A student who is protected from discrimination under Section 504 of the Rehabilitation Act of 1973 and is receiving services in accordance with an accommodation plan |
| LEP | A student who has been identified as such through a home language survey and an initial proficiency assessment and has not exited the ESL program |
| Former LEP | A student who has exited the ESL program by achieving a "proficient" score on the English Language Proficiency Assessment (ELPA) and achieved an "approaching standards" score on a state-mandated academic assessment used for AYP. A district standardized assessment, as determined by your district, may be used in grades where there is not a state-mandated AYP academic assessment. A Former LEP student's AYP scores are counted as an LEP student for two years after exiting the program. This coding should be done only by ESL teachers/specialists. |
| Exit ≤ 2 yrs | A student who is a Former LEP and has been exited from the LEP program for less than or equal to two years |
| Exit > 2 yrs | A student who is a Former LEP and has been exited from the LEP program for more than two years |
| Immigrant | An individual (age 3–21) enrolled in a school who was not born in the United States and has not been attending schools in the United States for more than three (3) full academic years (Note: In Nevada, an academic year is from count day to testing day.) |
| F/RL | A student who qualifies for the Free or Reduced Lunch Program |
| MG | A migrant student who has an approved Certificate of Eligibility on file with the Nevada Department of Education |
| Title I Target | A student who has been identified for services in a school receiving **Title I Targeted Assistance** funding. (Note: In Nevada, most Title I students are enrolled in school-wide programs and are **not** included in this category.) |
| G/T | A student who has been identified as Gifted and/or Talented according to district definition (Note: This code is for district/school use only.) |

## Special Considerations (SPC CON)

This section will be coded only for those students described by one of these categories.

| Code | Explanation |
|---|---|
| NASAA | Student participated in the state's alternate assessment (Nevada Alternate Scales of Academic Achievement). |
| Braille | Student used a Braille form of the assessment. |
| New in Country | An immigrant student identified as LEP who is enrolled in a United States school during the current academic year for the first time. |

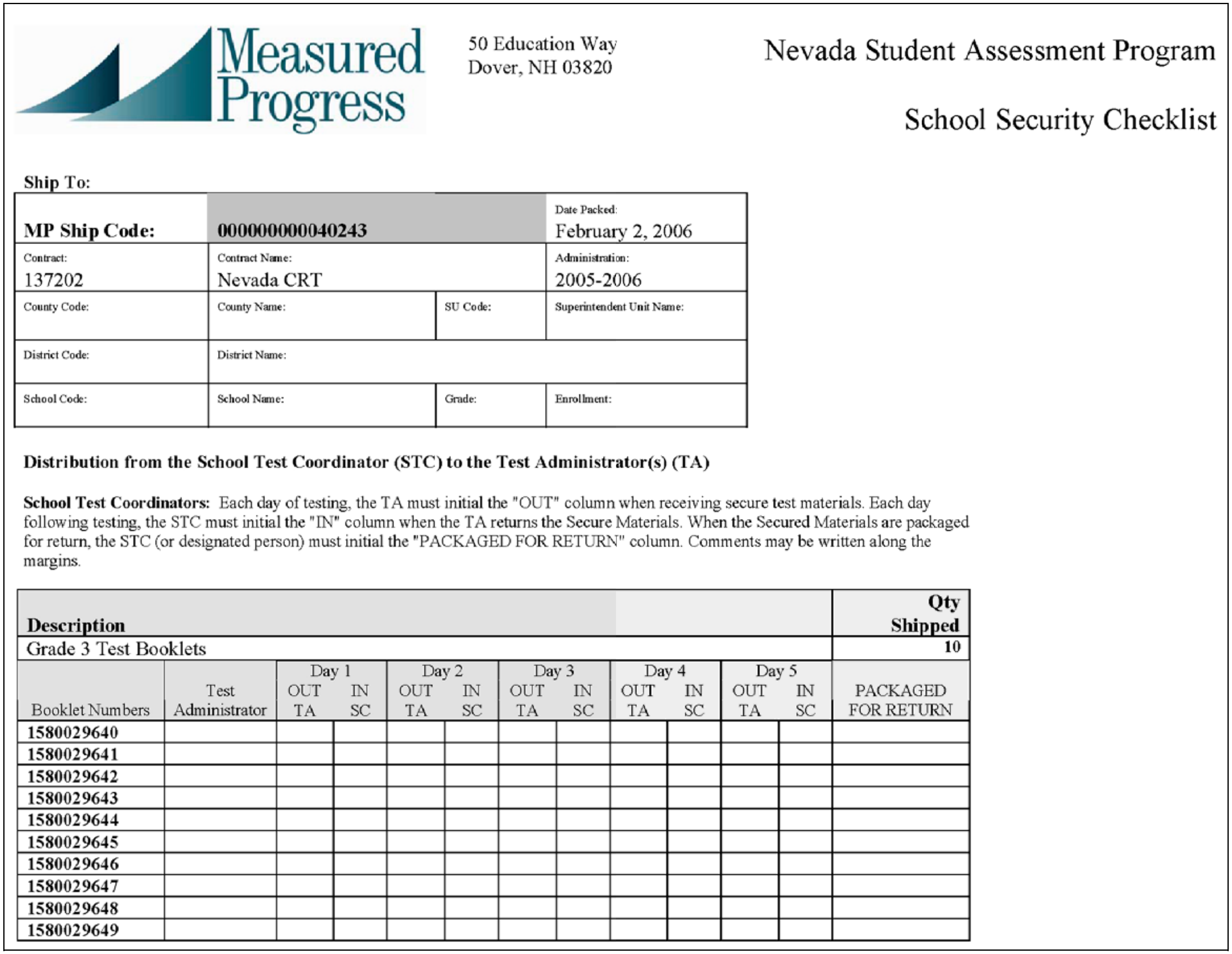
## Region Code (Clark County only)

NOTE: If school is NOT in Clark County district, leave this section **BLANK** (do not fill in)

| Code | Explanation |
|---|---|
| 1 | Northeast |
| 2 | East |
| 3 | Southeast |
| 4 | Southwest |
| 5 | Northwest |
| 7 | **No region—fill in circle 7 if school is classified by CCSD as either:**<br>**CSS (Central Student Support)**<br>**ESD (Education Services Division)** |

(If further information regarding Region Code is needed, contact your district test director.)

# APPENDIX B: SCHOOL SECURITY CHECKLIST



Measured Progress

50 Education Way
Dover, NH 03820

## Nevada Student Assessment Program

## School Security Checklist

**Ship To:**

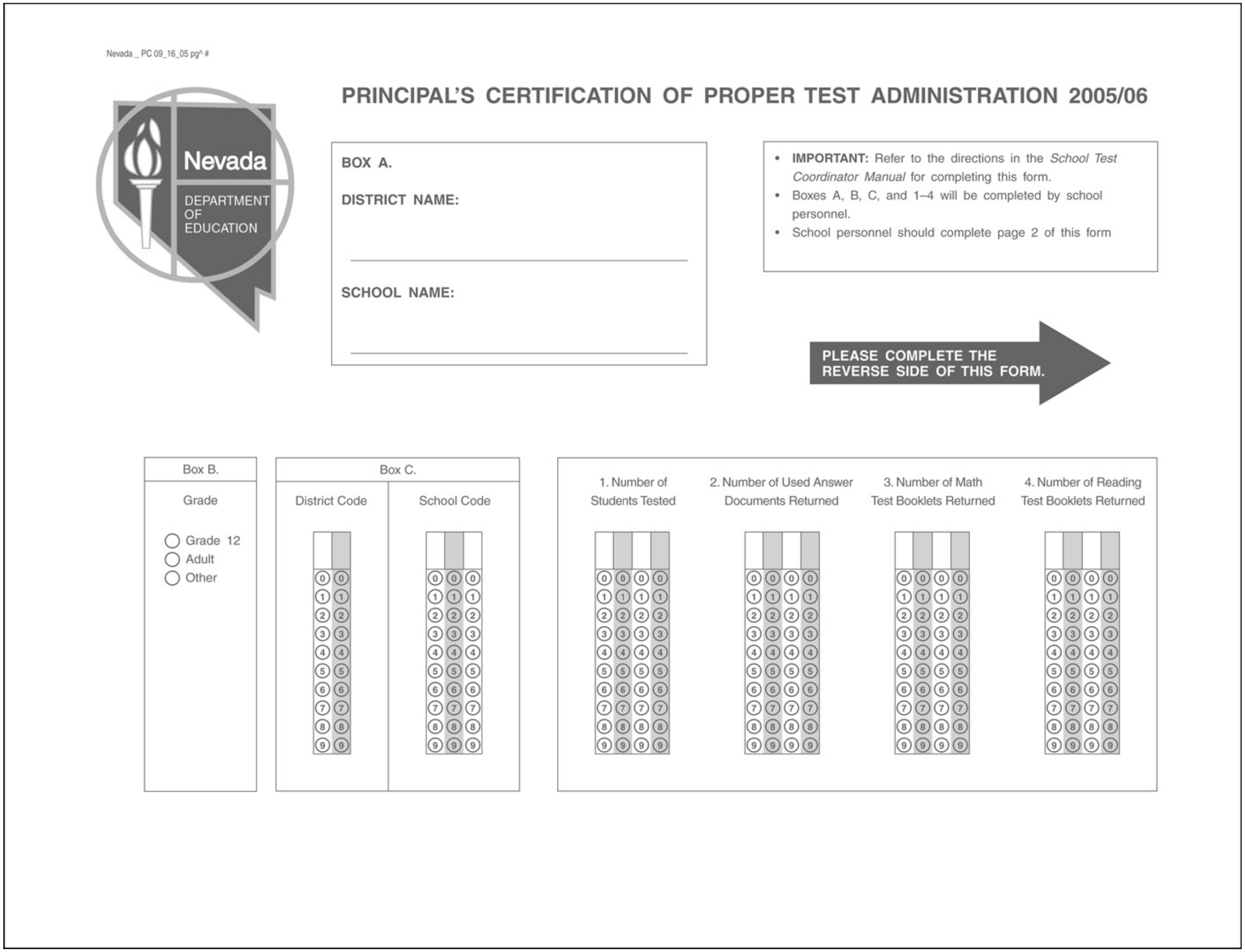
| | | | |
|---|---|---|---|
| **MP Ship Code:** | **000000000040243** | | Date Packed:<br>February 2, 2006 |
| Contract:<br>137202 | Contract Name:<br>Nevada CRT | | Administration:<br>2005-2006 |
| County Code: | County Name: | SU Code: | Superintendent Unit Name: |
| District Code: | District Name: | | |
| School Code: | School Name: | Grade: | Enrollment: |

**Distribution from the School Test Coordinator (STC) to the Test Administrator(s) (TA)**

**School Test Coordinators:** Each day of testing, the TA must initial the "OUT" column when receiving secure test materials. Each day following testing, the STC must initial the "IN" column when the TA returns the Secure Materials. When the Secured Materials are packaged for return, the STC (or designated person) must initial the "PACKAGED FOR RETURN" column. Comments may be written along the margins.

| **Description** | | | | | | | | | | | | **Qty Shipped** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Grade 3 Test Booklets | | | | | | | | | | | | **10** |
| | | Day 1 | | Day 2 | | Day 3 | | Day 4 | | Day 5 | | |
| Booklet Numbers | Test Administrator | OUT TA | IN SC | OUT TA | IN SC | OUT TA | IN SC | OUT TA | IN SC | OUT TA | IN SC | PACKAGED FOR RETURN |
| **1580029640** | | | | | | | | | | | | |
| **1580029641** | | | | | | | | | | | | |
| **1580029642** | | | | | | | | | | | | |
| **1580029643** | | | | | | | | | | | | |
| **1580029644** | | | | | | | | | | | | |
| **1580029645** | | | | | | | | | | | | |
| **1580029646** | | | | | | | | | | | | |
| **1580029647** | | | | | | | | | | | | |
| **1580029648** | | | | | | | | | | | | |
| **1580029649** | | | | | | | | | | | | |

# APPENDIX C: PRINCIPAL CERTIFICATION FORM



Nevada _ PC 09_16_05 pg^ #

Nevada DEPARTMENT OF EDUCATION

## PRINCIPAL'S CERTIFICATION OF PROPER TEST ADMINISTRATION 2005/06

**BOX A.**

**DISTRICT NAME:** ______________________

**SCHOOL NAME:** ______________________

- **IMPORTANT:** Refer to the directions in the *School Test Coordinator Manual* for completing this form.
- Boxes A, B, C, and 1–4 will be completed by school personnel.
- School personnel should complete page 2 of this form

**PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM.**

Box B.

Grade

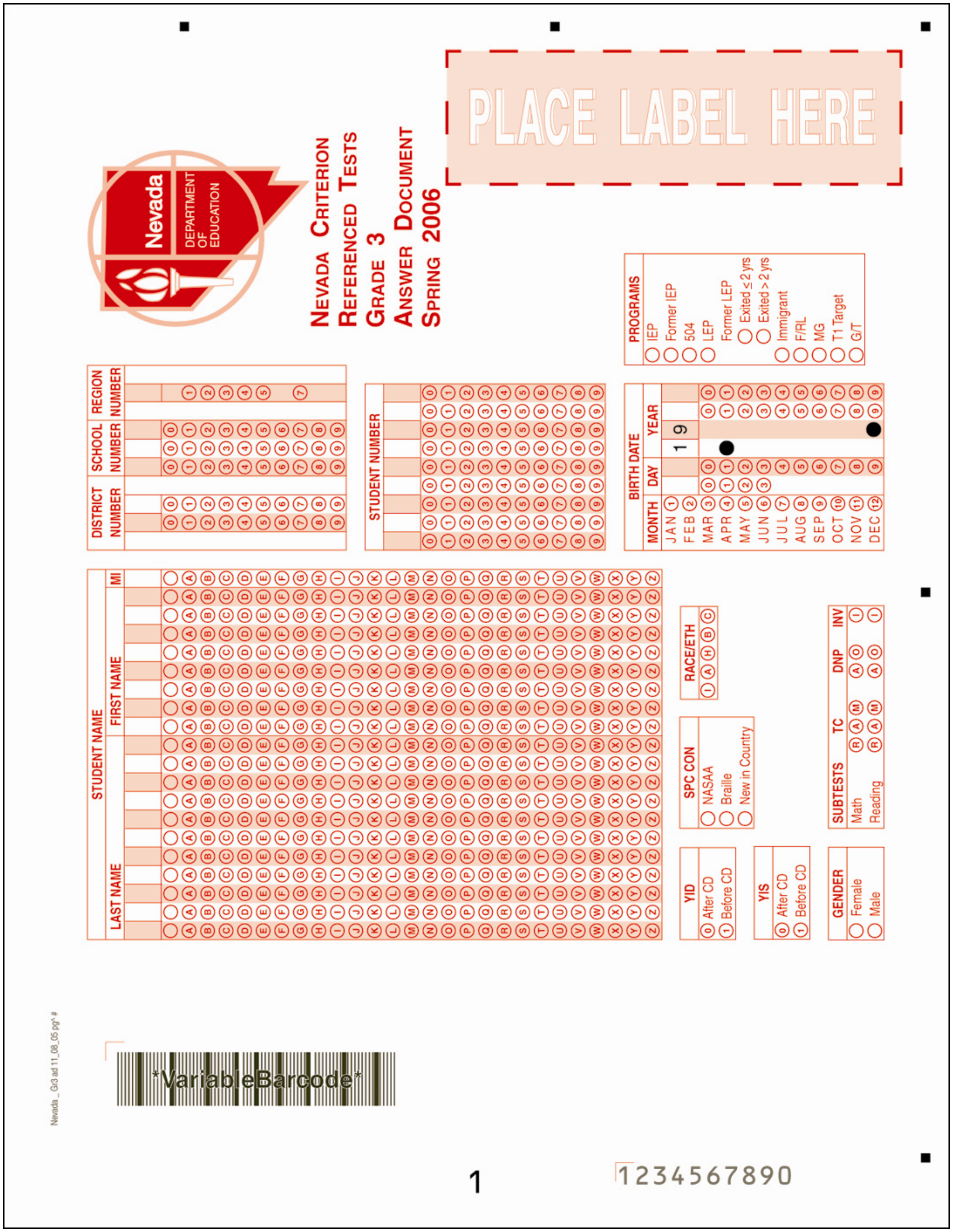
○ Grade 12
○ Adult
○ Other

Box C.

| District Code | | School Code | | |
|---|---|---|---|---|
| | | | | |
| 0 | 0 | 0 | 0 | 0 |
| 1 | 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 | 9 |

| 1. Number of Students Tested | | | | 2. Number of Used Answer Documents Returned | | | | 3. Number of Math Test Booklets Returned | | | | 4. Number of Reading Test Booklets Returned | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 |

# APPENDIX D: SAMPLE ANSWER DOCUMENT



PLACE LABEL HERE

Nevada DEPARTMENT OF EDUCATION

NEVADA CRITERION REFERENCED TESTS
GRADE 3
ANSWER DOCUMENT
SPRING 2006

PROGRAMS
○ IEP
○ Former IEP
○ 504
○ LEP
○ Former LEP
○ Exited ≤ 2 yrs
○ Exited > 2 yrs
○ Immigrant
○ F/RL
○ MG
○ T1 Target
○ G/T

REGION NUMBER

SCHOOL NUMBER

DISTRICT NUMBER

STUDENT NUMBER

BIRTH DATE
MONTH DAY YEAR
1 9

| MONTH |
|---|
| JAN ① |
| FEB ② |
| MAR ③ |
| APR ④ |
| MAY ⑤ |
| JUN ⑥ |
| JUL ⑦ |
| AUG ⑧ |
| SEP ⑨ |
| OCT ⑩ |
| NOV ⑪ |
| DEC ⑫ |

STUDENT NAME
LAST NAME FIRST NAME MI

RACE/ETH
I A H B C

SPC CON
○ NASAA
○ Braille
○ New in Country

SUBTESTS TC DNP INV
Math R A M A O I
Reading R A M A O I

YID
⓪ After CD
① Before CD

YIS
⓪ After CD
① Before CD

GENDER
○ Female
○ Male

Nevada _ Gr3 ad 11_08_05 pg^ #

*VariableBarcode*

1

1234567890